



**Subdivision Plat  
Application**  
**Campbell County and Municipal  
Planning & Zoning Commission**  
24 West Fourth Street  
Newport, Kentucky 41071  
Phone: (859) 292-3838  
Fax: (859) 292-3888

**\*ALL BLANKS MUST BE COMPLETELY FILLED OR  
THE APPLICATION WILL NOT BE ACCEPTED\*\*\***

**Section A (to be completed by the applicant)**

1. Type of Review:

- ☐ Preliminary Plat  
☐ Final Plat

2. Jurisdiction/Location:

- |   |   |
|---|---|
| <input type="checkbox"/> Unincorporated Campbell County | <input type="checkbox"/> City of Melbourne    |
| <input type="checkbox"/> City of Crestview              | <input type="checkbox"/> City of Silver Grove |
| <input type="checkbox"/> City of Southgate              |   |

3. Name of Project \_\_\_\_\_

4. Location of Project \_\_\_\_\_

5. Acreage Under Review \_\_\_\_\_ No. of lots \_\_\_\_\_

6. Current Municipal Zoning Designation of Property \_\_\_\_\_

7. Is the Site Subject to a:

Variance \_\_\_\_\_ If so, Date of Approval? \_\_\_\_\_

Conditional Use Permit \_\_\_\_\_ If so, Date of Approval? \_\_\_\_\_

8. Was the Site Subject to a Zone Change? \_\_\_\_\_ If so, Date of Approval? \_\_\_\_\_

Case Number\_\_\_\_\_

9. Proposed Improvements(s)\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Applicants Name\_\_\_\_\_  
Phone Number\_\_\_\_\_ Fax Number\_\_\_\_\_  
Applicant's Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

11. Surveyor's Name\_\_\_\_\_  
Phone Number\_\_\_\_\_ Fax number\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

12. Lot Number and Name of Subdivision (if part of a subdivision)  
\_\_\_\_\_

13. Owner of Property\_\_\_\_\_ Phone Number\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

14. Height of Proposed Building(s) or Addition\_\_\_\_\_

15. Square Footage of Existing Building(s)\_\_\_\_\_

16. Square Footage of Proposed Building(s) or Addition\_\_\_\_\_

17. Deed Book\_\_\_\_\_ Page No.\_\_\_\_\_ Group No. \_\_\_\_\_

18. I, or we, understand and agree that this application and drawing(s) are being filed in accordance with the Campbell County Subdivision Regulations and that all construction work will be performed in accordance with the Campbell County Subdivision Regulations.

Applicant's Signature\_\_\_\_\_ Date\_\_\_\_\_

Property Owner's Signature\_\_\_\_\_ Date\_\_\_\_\_

**Part B (Submission Requirements)**

1. *Preliminary Plat Submission Requirements:*
  - A. One (1) copy of this Application.
  - B. **Thirty (30) days prior to the meeting, twenty (20) PRE-FOLDED copies of the Preliminary Plat, stamped and signed by a Kentucky Licensed Professional Land Surveyor and a Kentucky Licensed Professional Engineer (if necessary)** and meeting all the requirements of Article III and Article IV of the Campbell County Subdivision Regulations shall be submitted.
  - C. Fee (s) as per current Campbell County Zoning Fee Schedule.
2. *Final Plat Submission Requirements:*
  - A. One (1) copy of this Application.
  - B. **Two (2) paper copies** and **two (2) Mylar copies** of the Final Plat, **stamped and signed by a Kentucky Licensed Professional Land Surveyor** and meeting all the requirements of Article V of the Campbell County Subdivision Regulations shall be submitted to this office.
  - C. **Two (2) copies** of **As-Built** drawings in accordance with Article III, of the Campbell County Subdivision Regulations.
  - D. Where concrete or asphalt streets are being constructed, copies of all Geotechnical testing results shall be submitted.
  - E. Fee (s) as per current Campbell County Zoning Fee Schedule.

**Section B (to be completed by the Campbell County Zoning Staff)**

1. Date Received \_\_\_\_\_ Fee Received \_\_\_\_\_
2. Is this application complete                      Yes                      No
3. Staff Reviewer \_\_\_\_\_
4. Scheduled Public Hearing Date \_\_\_\_\_
5. Staff and Committee Recommendation:  
    Approved  
    Approved (with conditions see #6)  
    Denial (see #7)

6. Conditions of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Reasons for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_